



Minutes

Regular Meeting of the ACD Board of Supervisors

Time: February 17, 2026, 5:00PM

Location: 1318 McKay Drive NE Suite 300, Ham Lake, MN

Members Present: Glenda Meixell, Vice Chair
 Kate Luthner, Treasurer
 Danielle Holder, Secretary
 Mary Jo Truchon

Members Absent: Jim Lindahl, Chair

Others Present: Chris Lord, District Manager
 Kathy Berkness, Office Administrator

Vice Chair Meixell called the meeting to order 5:07pm

February Agenda - Call for additions, deletions, or transferring consent agenda items to the regular agenda. Additions noted (R) Data Recovery Update (S) Building Extension Update.

- Luthner moved to approve the amended February agenda. Truchon seconded the motion. All ayes, motion carried.

Consent February Agenda

A. Approve January Minutes

B. ACD Staff Reports

C. Receive January ACD Financial Reports Subject to Audit

D. Receive January Rum River Partnership Financial Reports Subject to Audit

- Truchon moved the February consent agenda items. Luthner seconded the motion. All ayes, motion carried.

New Business Informational Items

E. Watershed and Other Meetings

The Board discussed watershed and other meetings they attended.

| Supervisor | Meeting/ Organization | Attended | No Meeting | Did not Attend |
|------------|---------------------------------------|----------|------------|----------------|
| Luthner | Lower St. Croix Watershed Partnership | X | | |
| Luthner | Sunrise River WMO | X | | |
| Truchon | RCWD Citizen's Advisory Meeting | X | | |
| Holder | Lower Rum River WMO | | X | |
| Holder | Rum River Watershed Partnership | | X | |
| Meixell | Mississippi River WMO | | X | |

F. Partner Report – No Report

G. Day at the Capitol

The Board discussed ACD's Day at the Capitol and reached a consensus that, despite the current challenges legislators are dealing with, meeting with them remains valuable and productive. Members agreed that virtual meetings conducted via Zoom have been effective and well received by legislators. Maintaining these connections continues to be important. Truchon suggested having a group meeting at Perkins as the League of MN Voters did when she was involved. Berkness will begin setting up individual Zoom meetings for the week after the March Board meeting.

Committee Meeting

H. Personnel Meeting – Outreach & Natural Resources Technician Position – Feb 10, 2026

The Board reviewed the Personnel Committee minutes and discussed the possibility of deviating from current ACD policy. Lord noted that ACD has had trouble identifying candidates with both technical and outreach aptitudes.

Holder suggested amending the policy to allow seasonal employees to apply for internal position postings, emphasizing that experience working with an individual for several months is more informative than any recruitment process we could undertake.

- Luthner moved to Approve the 1/3 Engagement 1 and 2/3 Technician hybrid Position Description and Announcement as presented. Holder seconded the motion. All ayes, motion carried.
- Holder moved to utilize the truncated process and offer the regular full-time Outreach and Natural Resources Technician position to Lauren Schmelzer with a starting wage of \$27.21 and a preferred start date of April 1, 2026. Truchon seconded the motion. All ayes, motion carried.

New Business Action Items

I. Grant Agreement – Ditch 13 Wetland Restoration

The Board reviewed a memo prepared by Watershed Projects Manager Jamie Schurbon regarding the Ditch 13 Wetland Restoration project, which is similar to the Ditch 20 project and will benefit Typo and Martin Lakes. A budget showing \$241,638 in grant funds and 10% match was presented.

- Truchon moved to approve the agreement with BWSR for grant ID #C26-0113- the Ditch 13 Wetland Restoration Benefitting Typo & Martin Lakes. Holder seconded the motion. All ayes, motion carried.

J. Grant Agreement Approval – Soil Health Delivery

The Board reviewed a memo prepared by Lord requesting the approval of the Soil Health Grant for \$10,000.

- Luthner moved to approve the \$10,000 BWSR Soil Health Delivery Grant P26-0822. Holder seconded the motion. All ayes, motion carried.

K. Grant Proposal Approval – LCCMR

The Board reviewed a memorandum prepared by Restoration Ecologist Carrie Taylor requesting approval to apply for an LCCMR grant. Lord explained that LCCMR requires formal Board authorization prior to submission of a grant application. Lord further noted that this is a good opportunity to work in collaboration with Cedar Creek Ecosystem Science.

- Luthner moved to authorize the submittal of the LCCMR proposal for \$295,000 to enhance habitat at CCESR to monitor rare plants and animals and host a prescribed burn workshop and training. Truchon seconded the motion. All ayes, motion carried.

L. Grant Approval – 2025 DNR ReLeaf FY26

The Board reviewed a memo prepared by Taylor requesting approval of a \$19,050.00 for 2025 ReLeaf Grant FY26 to conduct ecological management and plant 50 native trees along the Mississippi River in Kings Island park.

- Luthner moved to enter into grant agreement with DNR for \$19,050.00 for the 2025 ReLeaf Community Forestry grant program. Holder seconded the motion. All ayes, motion carried.

M. Contract Agreement – Sunrise WMO – 2026

The Board reviewed a memo prepared by Schurbon outlining the contracted work with SRWMO for 2026.

- Luthner moved to approve the 2026 Water Monitoring and Management Contract with the Sunrise River WMO. Holder seconded the motion. All ayes, motion carried.

N. Payment Approval – Edge – North Woods

The Board reviewed a memo prepared by Taylor requesting payment to Edge Ecosystem LLC for removal of trees at City of Andover's North Woods Preserve using BWSR HELP 3 funds.

- Luthner moved to approve a \$5,100 payment to Edge Ecosystem, Invoice #1359 for completed tree removal. Truchon seconded the motion. All ayes, motion carried.

O. Payment Approval – Great River Greening NFWF Monarch

The Board reviewed a memo prepared by Taylor requesting payment to Great River Greening for their contracted work dedicated to ecological habitat restoration and enhancement projects under the NFWF grant.

- Holder moved to approve payment to Great River Greening for \$44,887.19, Invoice 4 for the National Fish and Wildlife Foundation Monarch Butterfly and Pollinator Conservation Fund for professional services project management. Truchon seconded the motion. All ayes, motion carried.

P. Payment Approval – ISG – Ditch 20 Wetland Restoration

The Board reviewed a memo prepared by Schurbon requesting payment to ISG for engineering consulting on the Ditch 20 Wetland Restoration.

- Luthner moved to approve payment of \$942.35 to ISG Group for invoice 128370. Truchon seconded the motion. All ayes, motion carried.

Q. Payment Approval Minnesota Native Landscapes (MNL) – Coon Rapids Dam Regional Park

The Board reviewed a memo prepared by Taylor requesting payment to MNL for their contracted habitat enhancements at the Coon Rapids Dam Regional Park.

- Luthner moved to approve payment of \$44,845.00 to Minnesota Native Landscapes for invoice #57426 for completed tree removal, large buckthorn cutting and forestry mowing. Holder seconded the motion. All ayes, motion carried.

Additions

R. Data Recovery Update

Lord reported that ACD has successfully recovered its data through a two-step process and now has possession of the files. The files must be transferred from the recovery hard drive to network drives.

Lord further explained that stable versions of flash memory are difficult to purchase because they are being bought up by data centers. Prices are going up weekly as a result. ACD was able to secure sufficient memory to expand storage capacity from 4 terabytes to 8 terabytes, which is expected to meet our needs for the next couple of years.

Lord stated that Corp Tech has not agreed to reimburse ACD for our out-of-pocket expenses. Corp Tech recently proposed a 25% discount on its \$1,000-per-month cloud storage service as recompense. By comparison, ACD currently pays \$20 per month for CrashPlan cloud backup. Lord emphasized that the data recovery process was necessitated by actions attributable to a Corp Tech staff member.

Holder recommended that Lord contact the Anoka County Attorney to explore available legal options and determine what level of reimbursement may be appropriate. She advised against specifying a percentage at this stage but suggested seeking legal guidance on potential remedies. Truchon noted that Corp Tech's proposed solution appears to center on transitioning ACD to its higher-cost cloud services. The Board concurred that Corp Tech's offer was inadequate and that reimbursement of all direct costs should be the minimum we seek.

Lord stated that he reviewed the contract to determine whether or not there was an indemnity provision that protected Corp Tech from liability for their own errors and omissions. None was found. The Board agreed that Lord should proceed with contacting the County Attorney.

During the discussion, Luthner mentioned that she may have a contact who could provide NAS SSD drive and shared that information with Lord.

S. Building Extension Update

The Board discussed updated cost estimates for the proposed project and acknowledged that the original anticipated budget of \$150K-\$250K was significantly underestimated. Lord reported that, based on conversations with a contractor, the time investment to construct 1,000 square feet is comparable to that required for 2,000 square feet. Current estimates indicate the total cost may be closer to \$350K.

After discussions with contractors and an architect, Lord suggested we start with a comprehensive plan that reflects the ideal building layout and amenities, then scaling back as necessary based on budget constraints. Employee requests, such as showers and lockers, were noted as part of the preliminary considerations. Small, individual offices were identified as functioning well for staff needs. To get an accurate quote, an architecturally accurate design will be needed. Lord purchased design software and developed scale plans for the existing building walls. This should reduce architect fees.

Luthner observed that, given the current trend toward remote work and the availability of commercial office space, it may be worthwhile to explore alternative sites. Lord agreed to contact a realtor to assess available properties.

- Truchon moved to authorize Lord to engage an architect. Luthner seconded the motion. All ayes, motion carried.

Pay Bills

ACD

- Luthner moved to approve electronic payments EP-2412- 2431 and check numbers 17234-17249 (noting voids 17235 & 17237). Holder seconded the motion. All ayes, motion carried.

Rum River Partnership

- Luthner moved to approve check number 1087. Holder seconded the motion. All ayes, motion carried.

FYI /Meetings/Latest News

- March 16, ACD Board Meeting 5pm ACD Office Ham Lake
- March 17, MASWCD Briefing & Reception, Radisson Inn, St. Paul
- March 18, MASWCD Day at the Capitol
- ACD Legislator Meeting to be conducted via Zoom after March 16, Board Meeting

- Meixell moved to adjourn at 6:42. Holder seconded the motion. All ayes, motion carried.



Prepared by Kathy Berkness, Office Administrator

3/16/2026

Date



Approved as to form and content by Glenda Meixel, Vice Chair

3/16/2026

Date